

## **Job Description and Person Specification**

### **Job details**

Job title: Environmental Health Officer / Senior Environmental Health Officer  
Grade: PO 1 - 6 ; PO 7 - 8  
Reports to: Health Protection Manager  
Responsible for: N/A  
Directorate and Service area: Place and Economy - Regulatory Services

### **Purpose of the job**

To enforce, advise and give guidance on environmental health matters within the post holder's area of responsibility specifically with regard to food safety, health and safety and licensing inspections, investigations and associated enforcement actions. To actively engage with the public health agenda and Better Business for All and to take a lead role in one or more of the team's ongoing activities. The level of responsibility will be in accordance with competence and experience.

### **Principal responsibilities**

1. Carry out inspections of premises for which the Council is the enforcing authority under health and safety, food safety and licensing legislation in accordance with the Authority's programmes of inspections and service plan.
2. Act as authorised officer to serve notices under food safety and health and safety legislation and take other enforcement action as necessary including prohibition notices subject to any training or experience required by guidance and codes of practice.
3. Play an active part in delivering the Authority's public health agenda where applicable to the post holder's duties.
4. Actively engage in work on projects in the key areas and work with internal and external partners to achieve service goals, providing technical and legal advice as necessary.
5. Take a lead role in one or more of the team's ongoing activities, developing an expertise in specific areas of work as agreed by the Health Protection Manager.
6. Investigate food complaints and infectious disease notifications. Also investigate accidents happening within Local Authority enforced businesses and complaints from licensed premises.
7. Prepare and deliver training courses and seminars with assistance from other team members.

8. Integrate the 'Better Business for All' approach where appropriate in day to day regulatory activities.
9. Provide cover for the Health Protection Manager as appropriate
10. Ensure compliance with all Council policies with particular reference to health and safety, equal opportunity and communications policies.
11. The post holder may from time to time be required to carry out other duties provided they are within the general level of responsibility of the post and within the abilities of the post holder.

### **General responsibilities applicable to all jobs**

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

### **Special features of the post**

The post-holder will be expected to have a professional approach to the furtherance of their knowledge in all areas of the Council's work and to promote personal and professional development.

The extent and involvement of the duties identified above may vary according to the specialisations and functions of any team or division in which the post-holder may from time to time work. This job description may be changed in consultation with the post holder where circumstances necessitate change.

The nature of the work will necessitate the post-holder on occasion carrying out duties outside normal working hours.

The post grading reflects the requirement to work outside of normal office opening hours, and any requirement for adhoc overtime or attendance at meetings etc outside of normal working hours.

A casual user car allowance applies to this post. The post-holder must hold a full, current UK driving licence.

## Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	<ul style="list-style-type: none"> <li>A Degree or Diploma in Environmental Health with EHORB Registration</li> <li>Corporate Member of CIEH or similar body</li> </ul>	<ul style="list-style-type: none"> <li>Post-graduate qualification in a food or health &amp; safety or other related discipline or award of CIEH Chartered Status</li> </ul>
Skills / Experience	<ul style="list-style-type: none"> <li>Sufficient relevant environmental health experience in a similar role</li> <li>Knowledge and experience in at least <b>two</b> of the following areas: <ul style="list-style-type: none"> <li>-Health and Safety</li> <li>-Food Safety</li> <li>-Licensing</li> <li>-Public Health</li> </ul> </li> <li>Able to demonstrate excellent communication skills, both written and oral</li> <li>Self-motivated and able to work with a minimum of supervision</li> <li>Experience in the use of relevant software (Microsoft Office/EH databases)</li> </ul>	<ul style="list-style-type: none"> <li>Use of IT equipment with some system administration responsibilities</li> <li>Previous line-management/supervisory experience</li> <li>Able to demonstrate ability to develop ideas and strategies</li> </ul>

Attributes	Essential criteria	Desirable criteria
Equal Opportunities	<ul style="list-style-type: none"> <li>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.</li> </ul>	